



LOS ANGELES COUNTY COMMISSION ON HIV

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EXECUTIVE COMMITTEE MEETING MINUTES

October 24, 2016

Approved
11/28/2016

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMMISSION STAFF
Bradley Land, Co- Chair	Al Ballesteros, MBA	Jason Brown	Cheryl Barrit, MPIA
Ricky Rosales, <i>Co-Chair</i>	Joseph Cadden, MD	Bridget Gordon	Dina N. Jauregui
Kevin Donnelly	Aaron Fox, MPM	Thomas Puckett	Dawn McClendon
Michelle Enfield	Anthony Mills, MD	Yolanda Sumpter	Jason Jones
Grissel Granados	Mario Pérez, MPH		James Stewart
Juan Rivera	Will Watts, Esq.		
Kevin Stalter	Terrell Winder		
			DHSP STAFF
			Kyle Baker

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** EXECUTIVE Committee Meeting Agenda, 10/24/2016
 - 2) **Minutes:** EXECUTIVE Committee Meeting Minutes, 9/26/2016, 04/27/2015, 02/23/2015, and 01/12/2015
 - 3) **Policy/Procedure:** # 08.1104: Commission and Committee Co-Chair Elections and Terms
 - 4) **Policy/Procedure:** # 09.1007: Non-Commissioner Committee Appointments
 - 5) **Budget:** Los Angeles Commission on HIV PY 26 Operational Budget (March 2016 – February 2017)
 - 6) **Agenda:** Los Angeles Commission on HIV Annual Meeting Agenda for November 10, 2016
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1. **CALL TO ORDER:** Co-Chair Bradley Land commenced the meeting at 1:00 pm at the Los Angeles County Commission on HIV (COH) office. Attendees introduced themselves. Mr. Land indicated that quorum was not met for today's meeting. Thus, decisions on motions were not made.
 2. **APPROVAL OF THE AGENDA:**
MOTION #1: Approve the Agenda Order (*Postponed*)
 3. **APPROVAL OF THE MEETING MINUTES:**
MOTION #2: Approve the Executive Meeting Minutes for 09/26/2016, 04/27/2015, 02/23/2015, and 01/12/2015 (*Postponed*)
 4. **PUBLIC COMMENT (*Non-Agendized or Follow-Up*):** No comments were provided.
 5. **COMMITTEE COMMENT (*Non-Agendized or Follow-Up*):** No comments were provided.
 6. **DIVISION ON HIV AND STD PROGRAMS (DHSP) REPORT:**
 - Mr. Baker provided no updates.
 7. **EXECUTIVE DIRECTOR'S REPORT:**
 - Ms. Barrit formally introduced Jason Jones as a new COH staff. He will be attending all meetings as part of the learning process. He previously worked for the Department of Public Works.
 - Ms. Barrit thanked everyone for their support to fill in the vacancies with expertise and support that COH needs to be a fully effective functioning body.**A. MOTION # 3:** PY 26 Commission Operational Budget (*Postponed*)

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B. November 10, 2016 Annual Retreat

- Ms. Barrit referred to the updated Annual Meeting agenda for November 10, 2016. She indicated that the Annual Meeting will be very busy and productive based on the finalized details on the agenda.
- Ms. Barrit reported that Assistant Executive Officer, Camille Y. Townsend, will be in attendance at the meeting. At the meeting, as part of the Executive Director's report, Ms. Barrit will be providing COH's 2016 key accomplishments. This item was moved up to the beginning of the agenda to allow for Ms. Townsend to hear all the accomplishments. This will be part of a learning process for her as well as an opportunity for her to marshalling her support and awareness of the importance of COH and her role as our critical liaison to the Board of Supervisors.
- COH Staff will be working on different assignments and tasks to be completed before the meeting.
- Ms. Barrit notified committee members that photos will be taken at the annual meeting.

8. CO-CHAIR'S REPORT:

- Mr. Rosales reported on the letter of support for the State Office of AIDS waiver application. It was sent to the Co-Chairs of the Consumer Caucus for their review and approval. Mr. Land explained a facilitation skillset to use when individuals call in during a meeting, especially when the Office of AIDS dials in at the Commission meetings. As each action item is mentioned, he recommended to do a rollcall just to make sure that everyone has been engaged in the conversation and have an opportunity to decline or speak on an item. It is a skillset that Mr. Land learned from one of the Co-Chairs in the Atlanta planning council. This method is very thorough and allows for most people to participate. So, when there is a telephone conference call, it is recommended to take a roll call on each action item to make sure that all participants are included.
 - Mr. Stewart reminded members that under the Brown Act, every vote is recorded. So, if it is not unanimous, then it must be a roll call.

9. INTEGRATION ADVISORY BOARD (IAB) REPORT:

- Ms. Gordon noted that a report from the director of the health agency to the Board of Supervisors is available on the IAB website. She encouraged members to review the report and welcomed any feedback or input from Executive Committee members.
- She indicated that the IAB is hoping to get harness strong community involvement. Feedback and comments can be emailed to her or Al Ballesteros.
- Mr. Land suggested to Ms. Gordon to seek expertise from Ms. Barrit and Co-Chairs as Ms. Gordon and Mr. Ballesteros make their assessments.
- Mr. Brown reported that the Diversion of Corrections held their first teleconference before the IAB members. The first physical meeting will be held on Wednesday, October 26, 2016.
- Ms. Sumpter asked for some of the IAB subcommittees. Ms. Gordon replied that some subcommittees are: substance abuse, chronic diseases, cultural and linguistically competence, homelessness, diversion. Ms. Gordon explained that HIV has many intersections in the different strategic priorities of IAB. At the next IAB meeting, the IAB will explore consolidating some of the subcommittees.

10. STANDING COMMITTEE REPORTS

A. Planning, Priorities and Allocations (PP&A) Committee

1. FY 2017-18 Priority-and-Allocations-Setting
 - Ms. Enfield reported that the PP&A Committee still engaged in the annual priority setting process and will have a full agenda in November. Ms. Wendy Garland will deliver a presentation on the current Los Angeles County Comprehensive HIV Needs Assessment(LACHNA).
2. Minority AIDS Initiative (MAI) Plan
 - Ms. Enfield reported that the PP&A Committee is considering utilizing the MAI funds as an investment for integrating housing services for PLWH under the Department of Health's Housing for Health program. The PP&A Committee has agreed to target the YMSM of color and transgender individuals, with focus on transgender women.
3. Comprehensive HIV Plan (CHP)
 - Ms. Enfield indicated that the CHP Plan was submitted in September.

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B. Standards and Best Practices (SBP) Committee

- Ms. Granados reported that the SBP Committee has been working on updating the Continuum of Care. There have been many revisions made based on feedback received from members. She hopes to have it finalized at the next SBP Committee meeting and to have it presented at the December Commission meeting.
- ➡ Ms. Granados indicated that the SBP Committee will need time at the Commission meeting in December to present the Continuum of Care.
- Ms. Granados indicated that in terms of the Special Population Guidelines, SBP has reached out to people with expertise to be part of the expert review panels to take place in early 2017. SBP is also seeking to find a consultant to help facilitate the process.

C. Operations Committee

1. Policies and Procedures

- (a) **MOTION # 4** : Policy/Procedure # 08.1104: Commission and Committee Co-Chair Elections and Terms (*Postponed*)
- (b) **MOTION # 5** : Policy/Procedure # 09.1007: Non-Commissioner Committee Appointments (*Moved to the Full Commission Meeting on November 10, 2016*)

- Mr. Stalter indicated that the Operations Committee approved Policy # 09.1007: Non-Commissioner Committee Appointments. He requested for this Motion to be moved to the full Commission meeting on November 10, 2016.

2. Membership Management

- (c) **MOTION # 6**: New/Renewing Membership Slate (*Moved to the Full Commission Meeting on November 10, 2016*)

- Mr. Stalter reported that the Operations Committee approved the New/Renewing Membership Slate. He requested for this motion to be moved to the full Commission meeting on November 10, 2016.
- Mr. Stalter provided the following update on the membership status for the following individuals:
 - i) **Michele Daniels | UC, SPA 1**
 - Mr. Stalter reported that Ms. Daniels was interviewed and will be filling the SPA 1 seat.
 - ii) **Danielle Campbell | HIV Stakeholder Representative #5**
 - Mr. Stalter reported that Ms. Campbell will be filling the HIV Stakeholder Representative #5 seat for a full commission seat.
 - iii) **Deborah Owens-Collins | City of Long Beach Representative**
 - Mr. Stalter reported that Ms. Owens-Collins will be filling the City of Long Beach seat.
 - iv) **Juan Preciado | Alternate**
 - Mr. Stalter reported that Mr. Preciado's application needs to be moved through as an alternate.
 - v) **Susan Forrest | Alternate**
 - Mr. Stalter reported that Ms. Forrest's application needs to be moved through as an alternate.
- Mr. Stalter also reported that Commissioner Pat Crosby resigned due to personal reasons.
- Mr. Stalter indicated that based on the above changes, the Commission's membership will be 46 out of 51 seats.

D. Public Policy Committee

- Ms. Barrit reported that at the next Public Policy Committee, members will be preparing for the next legislative session. One key discussion at the previous meeting was the suggestion for how to discuss a housing platform in which this committee can serve as an avenue to get input from all of the different committees and create specific recommendations about housing. Housing has important connections with all of the committees, specifically with the PP&A and SBP Committees. In SBP, housing arises when the type of standards and services are discussed. It was suggested that perhaps the Executive Committee can dedicate a standing item in some of the upcoming meetings to have a full discussion on housing so that individual committees can have appropriate discussions on housing and make recommendations for the full commission. The Executive Committee can serve as a good place to ensure broad conversations and cross-fertilization of ideas on housing.

11. CAUCUS REPORTS

A. Consumer Caucus

- Mr. Donnelly reported that the Consumer Caucus met last month. Most members were not present due to most of them attending the New Commissioners' Training in the other meeting room after the Commission meeting. Consumer Caucus members discussed their achievements and how the work of the Caucus has informed and infused the work of

the Commission and the County in general. Consumer Caucus members look forward to more good work in the year ahead.

- Mr. Donnelly also reported that at the last Consumer Caucus meeting, presenters Jeff Bailey and Keshav Tyagi from APLA Health presented on “HIV and Aging in Los Angeles – The Healthy Living Project,” a study of people living with HIV who are over the age of 50. It was the first time that APLA Health presented this study to the Consumer Caucus. Everyone present at the last Consumer Caucus meeting was very interested in following-up with this study.

➡ Mr. Donnelly indicated that Ms. Jauregui will email the PowerPoint presentation to all attendees.

B. Transgender Caucus

- Ms. Enfield reported that the 2ND Annual Trans* Umbrella Health Summit will be held on November 15, 2016 from 8:30 a.m. to 4:00 p.m. at St. Anne’s Conference Center. The agenda was finalized. The capacity is 200. 125 individuals registered as of this morning. Ms. Enfield encouraged attendees to register as soon as possible.

C. Youth Caucus

- Ms. Granados reported that the Caucus has not met for the entire year. She explained that this is due to changes with membership. Some of the members are no longer youth or no longer on the commission.
- Ms. Granados and Edd Cockrell will meet with Ms. Barrit to re-strategize and identify any other opportunities that may be available. They will be revisiting the idea of the Youth Caucus.
- Mr. Puckett inquired whether members of the Youth Caucus need to be HIV positive. Ms. Granados responded that they do not need to be HIV positive.
- Mr. Puckett also asked if it would be appropriate to recruit at the college he attends. Ms. Granados encouraged him to do so.

D. Women’s Caucus

- Ms. Gordon reported that the Women’s Caucus met last week. Ms. Danielle Campbell provided an update on her study on heterosexual couples and behavioral intervention to prevent HIV infections.
- Ms. Granados inquired about the status of the three different types of women’s groups that are also involved in raising awareness about women and HIV. She was specifically interested on how the Women’s Caucus was coordinating with the groups and what roles they played.
- Ms. Gordon response was that the difference is that the Women’s Caucus can operate under the guidelines and purpose of the Commission. The Women’s Caucus provides support to the other organizations.
- Ms. Barrit added that the leaders of the women’s collaborative and the taskforce who were in attendance at the Women’s Caucus meeting shared information as to what they are doing and where they shine. At the last meeting. The Women’s Caucus reviewed the goals and objectives of the Comprehensive HIV Plan (CHP) and selected key activities they would champion. Ms. Barrit indicated that she wants to engage the other caucuses in selecting 2 to 3 activities to lead or support from the CHP.

12. NEXT STEPS:

- Ms. Barrit indicated that the following motions will be moved to the full Commission meeting on November 10, 2016 for approval:
 - ➡ **Motion #5:** Policy/Procedure # 09.1007: Non-Commissioner Committee Appointments
 - ➡ **Motion # 6:** New/Renewing Membership Slate
 - i) **Michele Daniels | UC, SPA 1**
 - ii) **Danielle Campbell | HIV Stakeholder Representative #5**
 - iii) **Deborah Owens-Collins | City of Long Beach Representative**
 - iv) **Juan Preciado | Alternate**
 - v) **Susan Forrest | Alternate**
 - ➡ Motions # 5 and #6 as listed above will be placed as part of the Co-Chairs report on the Annual Meeting agenda for November 10, 2016.
- ➡ Mr. Rosales requested for COH to send an email to Executive Committee members to poll them on whether they plan to attend the next scheduled Executive Committee meeting on November 28, 2016.
- ➡ Ms. Barrit informed members that the Commission meeting in December 2016 remains as scheduled. At the meeting, DHSP will be providing a presentation on the LACHNA.
- Mr. Stewart recommended that given the frequency in which few members attend the Executive Committee meetings, the Committee should consider dropping quorum by a couple of members. Reducing quorum from 8 to 6 is an option.
- Mr. Land asked if this is stipulated in the Brown Act.

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➡ Ms. Barrit indicated that they will check on whether it is stipulated in the Brown Act.

- Mr. Baker informed members that Mario Pérez is unable to attend some meetings due to a required standing DPH Leadership meeting that often conflicts with this meeting. Mr. Baker clarified that Mr. Pérez has an ordinance seat.
- Mr. Stewart also recommended to consider the scheduling of the Executive Meetings to another day of each month.
- Ms. Barrit also welcomed members to provide their input in terms of challenges that they may have with participating at Executive Committee meetings. She wants to ensure that COH is being supportive with each member's time, in terms of full-time engagements, such as jobs and other responsibilities. Brainstorming and reaching possible solutions can allow members to explore options for whether the Executive Committee meetings should remain as scheduled or whether changes to the schedule are necessary.
- Mr. Jones recommended for some members to call in to join the meetings.
- Ms. McClendon indicated that what prevents most members from calling in to join meetings is that fact that they have to post the agenda at a public place, visible 24 hours for 7 days before any member can join the meetings.

13. ANNOUNCEMENTS:

- Mr. Donnelly informed attendees that the Los Angeles County Mental Health Taskforce on HIV asked if they could have a report. They want to know what COH's expectations would be. Mr. Donnelly will discuss this with Ms. Barrit and Co-Chairs Ricky Rosales and Bradley Land.

14. ADJOURNMENT:

- Mr. Land adjourned the meeting at 1:34 pm.